

Stillwater County Library Board of Trustees Meeting
Wednesday September 18, 2019 1:00 pm
Stillwater County Library
27 N. 4th St
Columbus, MT 59019

Members Present: Lynda Grande, Chair, Kim Lebrun, Maureen Davey, and Kathleen Ralph were present. Della Haverland, Secretary, Joe Morse and Dennis Shupak were also present. Shirley Keffer was a member of the public in attendance. April Limburg was excused. The meeting was called to order at 1:00 p.m.

Public Comment: Shirley Keffer presented a thank you note to Della for always allowing the Stillwater Republican Women to borrow and use the projector and screen that was donated by the FOL when they have speakers for the politics and eggs breakfasts.

Approval of Minutes: After discussion Maureen moved to approve the August 21, 2019 minutes as amended, Kathleen 2nd the motion. Motion passed

Communications: Della read letter from State Librarian Jennie Stapp that stated the library will receive state aid funding since they have fulfilled the requirements of the Public Library Standards. She also had received and read a letter from Timothy Whalen expressing his wishes to see Brooke promoted to the library director position. Both letters will be in the binder.

Report from the Library Director: Della's report is attached.

Financial Report: Budget sheet was handed out. Discussion on office machine agreement regarding overage amount. Joe said he is not concerned with individual line items being a little over, as long as bottom line is met.

Unfinished Business:

a. Job Descriptions Committee: Maureen wanted it added to include that the Director is accountable to the County Commission. Discussion included waiting for the answer from Tracy Cook since the MCA states that the director is accountable to the trustees. Maureen moved to approve the draft with the addition of county commission to the accountability line, Kathleen 2nd motion. Motion passed.

b. Director Search Committee: Kathleen handed out the draft advertisement and budget. After some discussion Kathleen is going to get the ads to the papers including the Thrifty Nickel and Lynda will handle the online ads. Della will make the corrections to Job description and get to Joe.

c. Evaluation committee: Kathleen handed out the evaluation forms. Della wanted to be noted as saying that it is important that the board and the director have a chance to agree on the goals that are being used to evaluate from. Kathleen noted that the strategic plan is a very important tool to use to give direction to the director. Kathleen moved to accept the forms as presented, Kim 2nd the motion. Motion passed.

d. Federation meeting: Kathleen will go in place of Kim. Della will get the agenda and previous minutes to Kathleen. She will drive her own car and not seek reimbursement. A new representative will be chosen once a new trustee is in place.

e. Trustee Retreat: Kathleen moved to table the retreat until the new trustee and director are here, Maureen 2nd motion. Motion passed.

New Business:

Incoming Directors Brief: Lynda found a document online that she felt would be beneficial for the new director and interim director as it puts the vital information i.e. login information and who to contact info all in one place. She asked that Della have filled out by the 30th at which time Kathleen will pick up to present to Brooke when she takes over as interim director.

Personnel requests: Brooke and Raya had requested some form of compensation for taking on the additional roles of Interim Director and Interim Assistant Director. Della made the bid to give them each an additional \$2 per hour during the time that they are in these temporary positions. They are both very willing to sign a document stating that they acknowledge that the increase is only during this interim time and that they will go back to their current salary when the new director is in place. After discussion Maureen moved to approve the \$2 per hour increase for Brooke and Raya and give the appropriate job titles to them also with an effective date of 10/8/2019. Kim 2nd the motion. All in favor motion passes. Lynda will draft a letter and then will coordinate with Della to have the staff sign and get to Joe.

Lynda closed the meeting at this time to discuss a private personnel issue. When the board came out of closed session, Lynda asked Della to communicate to the employee the decision that the board came to.

Unscheduled Matters or Concerns: Dennis mentioned that the Commissioners will be having public meetings on the proposed capital improvement plan October 7-10. Locations and times TBD. Kathleen handed out reports from the two committees that met. One with the Absarokee Lending Library, and one with the Commission regarding the status of the building project. Those reports are in the binder and each trustee was given a copy.

Next Regular Meeting Date: Wednesday November 20, 2019 1:00 pm.

Adjournment: 2:35 Meeting adjourned.

Stillwater County Library Report
September 2019

Well as this is my final library report I feel like it is appropriate to report on my time here at the library. Having been given the opportunity to be a part of this library and our communities as a whole has been an absolute joy. When I look back on where things were when I started, being brand new to a supervisory role I was absolutely terrified. I had my mentor and previous boss guiding me along the way and encouraging me to take things to a higher level. Our cataloging procedures have come so far. I won't go into specifics, but 6 years ago our entire collection was identified by one or two things, and now our records have conformed to the cataloging standards from the State library. We have been involved with the Partner's sharing group for 5 years and I can't even begin

to say how valuable this is for our patrons. Over the course of the years we have been able to maximize our selection while saving so much money and precious space in our building while providing more than we ever thought possible. This sharing group has won awards on a national library level and I am so proud to have been a part of it. I brought my experience with the BTOP project to increase broadband connectivity to our area and have brought our internet service from 12mbps, to 100mbps. We have increased our outreach by leaps and bounds, and have made more people aware of our presence and services. Our staff is recognized by our colleagues around the state as being one of the BEST. We are innovative and compassionate which is easily recognized just by visiting with our library users. We get compliments from our seasonal folks that our library is one of the most welcoming and accommodating libraries they visit. This means the world to me and to my staff.

My tenure here has not always been sunshine and roses. We have had to overcome some major obstacles. We have had to ask hard questions and make a stand to make sure the library is being served and handled in an appropriate manner consistent with the law. This has been the area that has actually taught me the most. Not just about the MCA, or about libraries in general, but it has taught me that standing up for what you believe in is not always easy, but at the end of the day it will always be worth it. I will never regret any of the struggles I have faced or the challenges that presented themselves because I know that from the core of my being I have fought the good fight for the Stillwater County Library, my staff especially, and the residents of this county that I served. I will miss them tremendously.

One area of concern that I have that I feel should be reported on is that this year is so full of change and with our budget cut from last year, I want to stress the importance of the staff being able to access the funds for training. With the staff being relatively new and not really sure what the director status will be, the staff will benefit the most from all the state trainings. I hope the trustees will understand and support this decision as the next year is going to be a very difficult time for the staff just merely because being down a person or two really makes a difference on the level of service we are able to provide and networking with our colleagues at these trainings is so beneficial with learning new strategies to provide more with less so to speak.

I am going to finish this report with one final recommendation. I know that the decision of who to hire as the next director is the sole responsibility of the board, but I urge you to really think about what is best for the library where we are today. This new person will be coming on board hopefully around the middle of December which is a historically busy time of the year for us with the holiday programming. The budget is a huge part of this also. I strongly recommend that you consider promoting Brooke to the position of Director since the insurance is already budgeted for her and therefore leaving room for a pay increase for both her and Raya with some vacancy savings left over to hire a full time library clerk and possibly increasing the hours for Manda. There would be virtually NO training required for her to take over which will be substantial if someone else were to be selected. I trust that the board will do what is best for the library, however having sat in the director's seat for 6 years, I do believe I have some insight on what the patron's expect for the person in this position and you just won't go wrong with Brooke at the helm.

Respectfully submitted,

Della Haverland/Director